



Deputy Clerk to the Board

Department: Clerk to Board of Supervisors

EEO Code: 26

Class Code: 1727

FLSA: N

Effective: 01/07/2004

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in coordinating the functions of the Board of Supervisors; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Prepares the official records of all public meetings of the Board of Supervisors; assists in the compilation of the agenda for board meetings and distribution of packets; distributes draft and final Board minutes within appropriate time frame to staff and public; maintains records of Board appointments, updates database and committee directory as new appointments are made, and notifies contact people of new appointments; edits and prepares resolutions in final form for presentation at Board of Supervisors meetings; prepares verbatim transcripts of Board minutes for Board members, County Administration, staff, and others as required for legal use; answers staff and public inquiries; assists with special projects requested by Board members or County Administration; serves as backup for Deputy County Administrator for management services; assists in providing administrative support for Board members; maintains proper inventory of sufficient supplies to be available for Board meetings; schedules individuals and groups needed for attendance at Board meetings, including ministers and Eagle Scouts; researches prior Board actions for public officials, departments, and citizens; drafts, completes, and distributes certifications of official board actions; notarizes official documents for County Administration, Board of Supervisors, and citizens; oversees records storage and retrieval of stored records; prepares and maintains records of purchasing and reconciliation of billing for payment for purchasing of supplies, equipment, and services, and is responsible for coordination of purchases within staff and calling vendors; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of County government functions and operation; of word processing, personal computer and other related equipment to effectively maintain files and minutes; of business etiquette and public relations; good knowledge of word processing and information retrieval systems.

Considerable skill in establishing a good rapport with public officials and the general public; in office organization, researching information, and in written and verbal communication.

Considerable ability to maintain complex clerical records; to work under pressure; to maintain effective working relationships with the

MINIMUM EDUCATION AND EXPERIENCE:

High School Graduate with at least five years of experience or an equivalent combination of training and experience. Membership in the Virginia Municipal Clerks Association preferred.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
